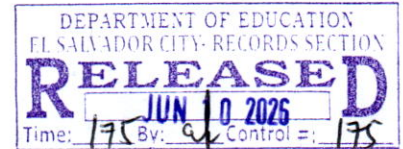




Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



09 Jun 2026

DIVISION MEMORANDUM  
 No. 175, s. 2026

ANNOUNCEMENT OF CAREER OPPORTUNITY:  
 LEGAL ASSISTANT I

To: Asst. Schools Division Superintendent  
 Chief CID, SGOD  
 Education Program Supervisors  
 Section Heads  
 All Public Elementary & Secondary School Heads  
 All Others Concerned  
 This Division

- This Office announces the call for the submission of Applications of the following vacancies below until, **June 23, 2026, 5:00 PM**. Copy of the duties and responsibilities, as well as the Qualification Standards of the position are enclosed herewith to serve as reference.

Position	Salary Grade	No. of Vacancies	Place of Assignment
Legal Assistant I	SG 10 Php 26,917	1	Division Office

- The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*" for non-teaching positions (Enclosure 5).
- The assessment for this position shall be based on the following criteria:
  - Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
  - Experience** relevant to the position to be filled;
  - Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - Outstanding Accomplishments** acquired after the last promotion;
  - Application of Education** acquired after the last promotion;



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- **Application of Learning and Development (L&D)** acquired after the last promotion; and
  - **Potential** measured using other evaluative assessments
4. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab 2026-LEA1\_Full Name (2026-LEA1\_Juan D. Cruz).
5. **Order of documents shall be as follows:**
- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
  - b. Letter of intent addressed to the Schools Division Superintendent;  
**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
  - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with work experience sheet;
  - d. Photocopy of Certificate of Eligibility/Report of Rating;
  - e. Photocopy of valid and updated PRC License/ID, if applicable
  - f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
  - g. Certification of MA/PhD units earned from university registrar, if applicable;
  - h. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
  - i. Photocopy of Certificates of Trainings, if applicable;
  - j. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
  - k. Photocopy of Latest Appointment, if applicable;
  - l. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
  - m. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
    - i. Awards and Recognition MOVs:
      - (1) Memorandum or document showing the Criteria for the Search / Designation;
      - (2) Certificate of recognition/Award
    - ii. Research and Innovation MOVs:



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- (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017I;
  - (2) Accomplishment report verified by the Head of Office;
  - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
  - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
  - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
- iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
- (1) Issuance/Memorandum showing the membership in NTWG or Committee;
  - (2) Certificate of Participation or Attendance;
  - (3) Output/ Adoption by the organization/DepEd;
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
- (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
  - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
  - (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
- (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
  - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- n. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
- (1) Action Plan approved by the Head of Office;
  - (2) Accomplishment Report verified by the Head of Office;
  - (3) Certification of the utilization/adoption signed by the Head of Office;
- o. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/



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attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:

- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
- (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

6. Further, this is to reiterate item no. 21, 22 and 25 of DepEd Order No. 7, s. 2023 as follows:

*“21. Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicant. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 20.k) shall not warrant exclusion from the pool of official applicants.”*

*“22. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.”*

*“25. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement (Item 20.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.”*



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7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

<b>Role</b>	<b>Main</b>
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief - SGOD
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Nyssa Isobel M. Sabado, ADAS II
Secretariat	Randy Rhys U. Capistrano, ADAS III

8. This is the target schedule for this ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
June 23, 2026, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
June 25, 2026	Initial Evaluation	IER Committee
July 2, 2026	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
July 7, 2026,	Interview and Final Deliberation	HRMPSB & Applicants
July 8, 2026	Submission of Comparative Assessment Report w/ attachments	HRMPSB

9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
10. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
11. Immediate dissemination of this Memorandum to all concerned is enjoined.

**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent  
*fm*

To be indicated in the Perpetual Index  
 Under the following subjects:

HIRING                  RECRUITMENT                  SELECTION



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	<p align="center"><b>JOB DESCRIPTION</b></p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p>Department of Education</p>			
<p><b>Position Title</b></p>	<p>Legal Assistant I</p>	<p><b>Salary Grade</b></p>	<p>10</p>
<p><b>Parentetical Title</b></p>		<p><b>Governance Level</b></p>	<p>SDO</p>
<p><b>Office/Bureau/Service</b></p>	<p>Office of the Schools Division Superintendent</p>	<p><b>Unit/Division</b></p>	<p>Legal Unit</p>
<p><b>Reports to</b></p>	<p>Attorney III</p>	<p><b>Effectivity Date</b></p>	
<p><b>Positions Supervised</b></p>			
<p><b>JOB SUMMARY</b></p>			
<p>The Legal Assistant I supports the Schools Division Office Legal Unit by gathering, examining, and analyzing information or facts related to cases, matters, and issues received, submitted, or referred to the office. The position conducts investigations when necessary and provides comprehensive clerical, legal, and administrative assistance to the Attorney III. Through these functions, the Legal Assistant I contributes to the delivery of effective, efficient, judicious, and timely legal services, ensuring the smooth, responsive, and well-coordinated operations of the Legal Unit.</p>			
<p><b>QUALIFICATION STANDARDS</b></p>			
<p><b>A. CSC Prescribed Qualifications</b></p>			
<p>Education</p>	<p>Bachelors Degree</p>		
<p>Experience</p>	<p>None required</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level) Eligibility</p>		
<p>Trainings</p>	<p>None Required</p>		
<p><b>B. Preferred Qualifications</b></p>			
<p>Education</p>	<p>Preferably with at least Units of Bachelor of Laws</p>		
	<p>Excellent written and verbal communication skills</p>		
	<p>Basic knowldge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the inetnet</p>		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>INVESTIGATION</b></p>	<ul style="list-style-type: none"> <li>• Conduct impartial, evidence-based, and timely preliminary or fact-finding investigations as directed by the Disciplining Authority.</li> <li>• Prepare Notices of Order to Submit Counter-Affidavit / Answer, Notices of Hearing, and Clarificatory Orders, ensuring accuracy and compliance with legal procedures.</li> <li>• Prepare comprehensive investigation reports based on verified facts, ensuring timeliness and adherence to due process.</li> </ul>
<p><b>IN-HOUSE GENERAL LEGAL SERVICES</b></p>	<ul style="list-style-type: none"> <li>• Draft simple or routine correspondence and communications in support of the Legal Unit's operations.</li> <li>• Conduct legal research on applicable laws, rules, regulations, and jurisprudence to support case handling and policy implementation.</li> <li>• Prepare Orders for the correction of entries in school records, subject to the evaluation of the Legal Officer.</li> <li>• Coordinate with School Heads regarding legal issues and concerns related to school sites, ensuring proper documentation and resolution.</li> <li>• Log, monitor, and follow up on schools' compliance with the Child Protection and Anti-Bullying Policies and consolidates related reports.</li> <li>• Assist clients with legal concerns or issues received in person, by phone, or through electronic mail, ensuring prompt and courteous service.</li> <li>• Consolidate reportorial requirements, including but not limited to complaints, case updates, and the status of school site ownership, and submits them to the appropriate offices within the prescribed period.</li> <li>• Verify the pendency or non-pendency of administrative cases for the issuance of certifications or division clearances.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>RECORDS AND DATABASE MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Receive, record, and route documents addressed to the Legal Unit with attached routing slip and forward them to the appropriate person/office, ensuring proper tracking and status of documents.</li> <li>• Maintain an organized filing system for case files, reports, and other legal-related communications, ensuring documented information is easily retrievable, accessible, and securely stored.</li> <li>• Create and maintain secure databases on school site ownership and cases — including, but not limited to, child abuse and bullying — to ensure accurate tracking, reporting, and controlled access to information.</li> <li>• Document proceedings of Legal Unit meetings such as clarificatory conferences, case briefings, and agreements; draft and distribute minutes to concerned parties, and safe keeps copies for future reference.</li> </ul>
<p><b>ADMINISTRATIVE SUPPORT</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative assistance and support to ensure the smooth operations of the Legal Unit.</li> <li>• Prepare and encode documents, reports, and presentations in electronic format for the Legal Unit</li> <li>• Coordinate and facilitate the schedules of the Legal Unit's activities, including trainings, workshops, meetings, and appointments with other offices</li> <li>• Coordinate the preparation and processing of documents required for the Legal Unit's activities and operations.</li> <li>• Arrange and coordinate meetings and appointments with external parties, including scheduling dates, securing venues, and arranging meals as needed, and confirm details with all concerned.</li> <li>• Prepare clearances and certifications as requested, securing the signature of the proper authorities.</li> <li>• Coordinate travel bookings for staff as instructed and provide timely feedback on booking status.</li> <li>• Ensure the security, proper maintenance, and availability of office equipment, as well as the timely replenishment of office supplies.</li> <li>• Receive and route incoming calls or logs relevant information and promptly notifies the concerned party.</li> <li>• Log concerns brought to the office and follow through on inquiries until resolution.</li> </ul>

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.